

Title of post Director of Human Resources and Social Affairs	Grade D 1	Scheduled date for taking up appointment As soon as possible	Date of publication of notice 15 March 2010
Service or administrative unit Human Resources and Social Affairs Directorate		Duty station Berne (Switzerland)	Deadline for receipt of applications 11 mai 2010
Type and duration of contract Fixed term of three years, with the possibility of renewal			

A. Main role

- Formulate guidelines and strategies covering the HR policies of the UPU and the programmes under his/her responsibility. Provide authoritative advice to the executive head and management/staff of the organization.
- Initiate, plan, coordinate and direct, through subordinate managers and experts, the programmes and activities of functionally specialized units. Make decisions on administrative and operational matters covering the Human Resources and Social Affairs Directorate (DRH).
- Represent the organization at various bodies, forums and events.

B. Duties and responsibilities
1 Strategic duties

1.1 *As a member of the International Bureau (IB) Management Committee and IB Careers Committee*

- Make proposals in terms of general policy, internal organization, budget and resources, and staff management.

1.2 As Director

- Formulate, in line with the UN system, substantive guidelines, frameworks or projects in all areas of HR (recruitment and planning, development of careers, training, performance evaluations, HR administration, staff regulations and rules, allowances and benefits, social security and staff welfare, classification, etc.) and ensure that activities are carried out.
- Analyze and revise major documents/papers on the above-mentioned issues.
- Provide substantive input to ensure a good working climate.

2 Management of the Directorate
2.1 *Implementation and coordination of ongoing activities*

- Oversee and ensure that the activities of programmes and units are carried out in line with the organization's HR policies and strategy.
- Identify best practices and implement procedures to improve workflow and productivity.

2.2 *Support and expertise*

- Provide authoritative advice to the executive head and management on complex and sensitive HR issues and staff policy matters.
- Provide substantive expertise and take decisions on sensitive issues relating to the activities of the DRH.
- Investigate, propose and implement proactive measures to avoid appeals of administrative decisions.
- Manage requests for reviews and appeals in order to resolve crisis situations; coordinate IB action in the event of work disputes and disciplinary matters.
- Assume overall responsibility for salary surveys and for decisions in respect of salary scales and staff allowances.

2.3 *Administrative matters*

- Oversee administrative matters necessary to the functioning of the DRH.
- Supervise the budget and ensure that available funds and resources are used in the best manner.
- Report to the executive head on the Directorate's performance, in line with results-based management.

2.4 *Project supervision*

- Supervise the strategic projects of the different programmes of the Directorate, such as the development and maintenance of a common human resources policy in the areas of benefits and allowances, service conditions and tasks.

2.5 *Team management and organization*

- Propose a clear organizational structure and ensure that job descriptions accurately reflect the responsibilities of each staff member in the Directorate.
- Prepare the work plan of the Directorate and allocate work assignments.
- Lead, manage and motivate staff through the setting of measurable annual objectives, ensure that evaluation of staff performance is done and objectives achieved, propose training and career development measures and organize regular staff meetings.
- Ensure effective distribution of staff according to the workload of the different programmes.

3 **Responsibility to UPU bodies**

3.1 *Council of Administration (CA)*

- Coordinate the preparation of reports and papers for presentation to the CA and present HR policies and results to the CA.
- Prepare amendments to the Staff Regulations for submission to the CA.

4 **Representation**

Internal

- Represent the executive head and the organization in discussions and negotiations between representatives of line management and the staff on all personnel matters.
- Organize consultation with elected staff representatives and chair/participate in advisory bodies and committees (Appointments and Promotions Committee and others).

External

- Maintain high-level contacts with associated UN agencies on HR matters.
- Represent the organization in matters within the scope of the Director's responsibilities at inter-organizational bodies of the United Nations, particularly the HR Network of the Chief Executives Board for Coordination (CEB), the International Civil Service Commission (ICSC) and other HR working groups.

C. Qualifications and skills required*Education*

A Masters degree from a university or its equivalent in HR management, law, social sciences or similar.

Technical knowledge and experience

- Proven HR experience at a senior management level in an international organization, a public administration or the private sector.
- Very good knowledge of HR management (organization, staff recruitment and development, allowances and benefits, HR administration issues, consultation with staff representatives, HR legal issues, etc.).
- Legal background in the field of HR.
- Very good knowledge of the rules of the United Nations common system (conditions of service, job classification, etc.) would be desirable.

Other competencies

- Leadership: ability to lead and manage staff and to delegate and coordinate their activities.
- Ability to identify problems and solutions and to manage complex organizational issues.
- Ability to plan and organize.
- Ability to strictly apply moral values and principles (ethics).
- Judgement and decision-making authority.
- Ability to interpret official and legal documents.
- Ability to defend and explain difficult and complex issues.
- Good interpersonal skills and client orientation in a multi-cultural environment.
- Very good communication skills (oral and written).
- Cost awareness.

D. Language skills

Perfect proficiency in French or English and ability to communicate effectively in the other language. Knowledge of other languages, particularly those used in the United Nations system, would be an asset.

Note

A separate application is to be submitted for each notice of vacancy.

Please consult the "How to submit an application" section of our website <http://www.upu.int/employment/en/application.html>.